

Micrograde Quick Start Guide

Setting up a New Class

1. Open the application
 - Open the Micrograde program by double-clicking on the Micrograde icon.
 - Press the button New Class.
 - Press the button Experience User.
2. Set your preferences
 - From the *Edit menu* select **Preferences for** and **Letter grades and scores** from the sub menu.
 - Decide what you want to use for **Base final grade on** for example total points or percent weight.
 - From the *Edit menu*, again select **Preferences for** and choose **Student Information** from the sub menu. Review the options for Student ID numbers.
 - If you are importing students' records from ClassRoll, select **IDs generated manually**.
 - Turn off Web Ids.
3. Entering students

You can enter student either manually or automatically from your ClassRoll file.

 - To manually enter students, select **Student Records** from the *Students Menu*. Enter your student's names, Ids, emails, and any additional notes.
 - To automatically enter students from ClassRoll:
 - a. Open your Micrograde gradebook file.
 - b. From the *Menu bar* choose the option **Students**.
 - c. Select the **Import Students**.
 - d. Choose the option **Micrograde** from submenu.
 - e. In the dialog box that appears, find the Classroll file that you downloaded, highlight that file by clicking on it and press the **Open** button.
 - f. Depending on how your preferences are set, you may see the dialog box "*Automatic IDs is selected, replace IDs in import file?*" If you do see this dialog box, press the button **NO**.
 - g. A dialog box with a red x and message "Import Complete" will appear, click the **OK** button.
 - h. Next, press the **Finish** button.

Your students' names and Ids should now appear in the Class Roster Window.

4. Set Grade Standards

Select **Grade Standards** from the *Edit menu*. Adjust the grading symbols and percent cutoffs to meet you needs. The standards set up in Micrograde do not match Baylor's grading standards.
5. Set up Class Assignments:
 - Select **Setup Categories** from the *Edit menu*. Enter the Categories titles that will be used to group your class assignments.
 - You can have a maximum of 16 assignment categories. If a category will only contain a single assignment (such as final exam) click on the box before **Single Assignment category**.
 - To create an extra credit category, click on the box preceding this option.
 - If you are grading by percent weight or relative weight of categories and assignment you must enter a weight of each category

- To add assignments to a specific category select the category title in the list of category names or choose it from the **Category pop-up menu** found in lower part of the window. Then click on the **add assignment button**.
 - For each assignment you must enter a title and a maximum score. If you have selected a grading method other than total points you must enter a percent or relative weight for each assignment.
6. Save File
Under the File option choose save file. Give your file a name and save that file in a location that you will easily find.

Enter Scores and Printing Reports

Once your course information is complete:

1. Pull down the *Windows Menu* and select each of the first four titles to open Micro grade's windows.
2. Return to the *Windows menu* and select **Tile Windows** to view all four windows simultaneously on screen.

The Micro Grade's windows from left to right are:

- **Class Roster Window** contains student names, IDs and overall grades.
- **Student Summary Window** contains information about a single student. Scores can be entered from this window.
- **Categories and Assignments Window** displays your course structure defining each assignment and the scoring status.
- **Scores window** is used to enter student scores on assignments. Individual assignments can be selected using the scroll bar at the top of the window.

To enter assignment scores:

1. Double click on the title of the assignment you wish to score in the **Categories and Assignment window**.
2. Use the zoom box in the upper right corner to fill the screen with the **Scores Window**.
3. Type in the first letter of the student's last name to quickly locate the student for score entry.
 - a. The selected student will be underlined and the scores column will be highlighted. If necessary use the **TAB** key or the **up arrow** and **down arrow** keys to select the desired student.
4. Type in the student's raw score and press the **ENTER** or **RETURN** key.
5. Continue entering scores in this manner, when you move to a new student, the previous student's grade is calculated.
6. Use the *Scores menu* for special scoring situations.

To print reports:

1. Select the report title from the *Reports menu*.
2. View the options in the report dialog to customize the report content.
3. Reports can be printed, viewed on-screen and saved to disk. Make your selection from the pop-up menu named **Output to**.